

**Now Is the Time to Sign Up For A
Flexible Spending Account for the Calendar Year 2016**

**Open Enrollment Period
November 2, 2015 through November 20, 2015**

This benefit is available to all full time active employees working 20 or more hours a week. By participating in a Flexible Spending Account, you will not pay federal or state taxes on your elected amount. This generally means a 25% savings on your taxes!

There are two types of Flexible Spending Accounts (FSA's):

- 1) **The Medical Flexible Spending Account** allows you to set aside between \$100 and \$2,500 annually for your medical/dental and other eligible out-of-pocket health related expenses.
- 2) **The Dependent Care Spending Account** allows you to set aside between \$300 and \$5,000 annually to pay for qualifying work-related child or adult daycare expenses.

You decide how much you wish to put into your accounts for the plan year and then pre-tax deductions will be taken from your paycheck. You will receive a NEW Wage Works Prepaid Benefit Card for medical expenses. The card makes it fast and convenient to access the money you've set aside in your FSA. The Wage Works card contains the value of your annual health care FSA election amount, and you can use it to pay for qualified medical expenses not covered by your health insurance. This debit card automatically deducts the cost of your eligible expenses from your FSA.

You may also submit paper claim forms to the City's Flexible Spending Account Plan Administrator, **Wage Works**, and they will reimburse you directly from your account(s). Contact **Wage Works** at (877) 924-3967 or Human Resources at (617) 796-1260 with any questions.

Please note: If you presently have a Flexible Spending Account and wish to continue, you must re-enroll for the 2016 Plan Year. Everyone will be receiving a new Benefits Credit Card, as we are using a new vendor for the 2016 plan year.

To Enroll: Fill out the enclosed/attached enrollment form. Enrollment Forms are also available on the City of Newton's Internet site or in the Human Resources Department. www.newtonma.gov/benefits

Estimate your expenses carefully – IRS regulations state that any unused funds remaining in the accounts at the end of the plan year must be forfeited.

Enrollment Forms must be returned to the Newton City Hall Human Resources Department by **Friday, November 20, 2015.**

Employees currently enrolled in the 2015 plan year may request reimbursement for all expenses incurred by December 31, 2015. 2015 receipts must be submitted for payment by March 31, 2016.



ENROLL NOW AND START SAVING MONEY

